

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Fire Marshal	<b>Job Family:</b> VIII
<b>General Classification:</b> Management	<b>Job Grade:</b> _____

**Definition:** To plan, coordinate and direct the code enforcement and investigation programs through the Fire and Environmental Protection Division of the Fire Department and to perform related duties as assigned by the Fire Chief.

**Distinguishing Characteristics:** The Fire Marshal reports to the Fire Chief. Directly supervises several positions and provides training and support to other divisions within the Fire Department.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Supervises all personnel in the Fire and Environmental Protection Division, which includes Environmental Safety and Fire and Building Safety.
2. Develops and coordinates fire inspections assigned to the Suppression Division through their Battalion Chiefs.
3. Prepares, reviews and evaluates technical reports and correspondence to ensure completeness and accuracy.
4. Hires, trains, assigns, motivates and evaluates personnel.
5. Maintains a level of physical fitness which meets job requirements.
6. Develops and implements City policies and procedures to effectively enforce State and local codes and ordinances. These policies and procedures will be directed at construction, monitoring and maintenance standards as well as elements of the required Hazardous Materials Management Plan.
7. Reviews the environmental safety element of construction plan proposals for compliance with ordinances and advises and assists industry in an effort to bring them into compliance.
8. Monitors employees' daily activities such as inspections, plan review and permit processing for completeness, consistency and accuracy.
9. Instructs and educates Firefighters and other City employees as well as private industry safety personnel on proper preventative and emergency response procedures.

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10. Maintains proficiency with all specialty field equipment required during inspections; maintains calibration schedule for all equipment.
11. Serves as a technical advisor to the Incident Commander as directed by the Fire Chief.
12. Works with the Hazardous Emergency Action Team (HEAT) to develop safety procedures, equipment and apparatus requirements and pertinent training programs.
13. Maintains good working relationships with City and County agencies involved in code enforcement to minimize duplication of effort and increase uniformity of requirements.
14. Coordinates inspection and enforcement activities with other City departments/divisions such as Building Inspection Division, Community Development Department and Wastewater Division.
15. Maintains computer databases and other tools used for tracking and reporting of workload measures to assure employees are meeting their objectives.
16. Performs other duties as assigned by the Fire Chief.

**Minimum Qualifications:**

Knowledge of: Supervisory and management principles and practices; local, State and Federal regulations dealing with fire prevention, arson, the use and storage of hazardous materials; industrial wastes, hazardous materials response procedures and equipment; chemical principles and their application in identifying and evaluating hazardous chemical situations; Mountain View's adopted fire prevention, hazardous materials and toxic gas ordinances and guidelines; permitting procedures; and basic computer skills.

Ability to: Manage the activities of Code Enforcement and investigative personnel; train, motivate and evaluate professional and clerical staff; maintain accurate records pertaining to investigations, fire and hazardous materials code enforcement; conduct training for fire personnel, City employees and the public on proper preventative and emergency response procedures; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; interpret and apply local, State and Federal regulations and guidelines governing fire safety and the use and storage of hazardous materials; enforce deadlines and issue citations when appropriate.

**Experience and Training Guidelines:** A bachelor's degree in fire protection or environmental science or a related field from an accredited college or university; three years of recent experience in dealing with fire safety and/or the storage and/or handling of hazardous materials and/or environmental regulations; and two years of supervisory or equivalent experience. Education, experience and knowledge in the area of local, State and Federal regulations dealing with fire safety and/or environmental codes.

Recommended: California State Board of Fire Services Fire Prevention Officer and Fire Investigator and Chief Officer certifications.

**Required Licenses or Certificates:** Valid California driver's license. Must complete certification in hazardous materials management or Fire Prevention Officer II within one year of employment.

**Working Conditions:** Required to respond to emergency situations which may require strenuous physical effort; intermittent requirement for unavoidable exposure to unpleasant environment; and exposure to potentially heavy and somewhat unpredictable hazards.

Established

Revised June 20, 2006

CLASS SPECS

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